

**Office of Child Safety
Continuing Investigations Units Protocol**

- I. All Office of Child Safety (OCS) employees are required to complete a specified number of Continuing Investigations Units (CIU) each fiscal year for which they will be evaluated in their Individual Performance Plan (IPP). The chart below identifies the CIU requirements for each position.

Investigations Position Title	Required CIU's
Administrative Assistant	25
Investigator	50
Special Investigator	50
Lead Investigator	50
Program Coordinator	50
Investigations Coordinator	50
Regional Investigations Director	30

Child Abuse Hotline Position	Required CIU's
Administrative Assistant	25
Case Manager	25
Team Leader	25
Team Coordinator	25
Call Center Consultant	25

Central Office	Required CIU's
Administrative Assistant	25
Program Coordinator / Specialist	30
Director	30
Executive Director	30
Deputy Commissioner	30

- II. The OCS Director of Training and Development will post CIU approved training opportunities on the Training Calendar in Outlook (EI-DCS-ChildSafety-Investigations-Training-Calendar or EI- DCS-CAH-Training Calendar) no less than thirty (30) days prior to the training date.
- A. Staff interested in participating in the posted training opportunities must register for the course through the Edison system prior to the training date.
 - B. Staff attending a CIU approved training, must sign the attendance roster provided by the trainer.
 - C. To receive CIU's for trainings not listed on the Training Calendar or within the OCS Training Catalog, staff must complete the Application for CIU Approval form.
 - i. Staff must complete a Training Participation Form and submit it to the OCS Director of Training and Development within fifteen (15) days of completion of the course.